

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.835
	STATE OF HAWAII	17.836
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Class Specifications
for the Classes:

CONSERVATION AND RESOURCES ENFORCEMENT ASSISTANT ADMINISTRATOR
(CONSVTN & RESCS ENFC ASST ADMR)
CONSERVATION AND RESOURCES ENFORCEMENT ADMINISTRATOR
(CONSERVATION & RESCS ENFC ADMR)

Class Definition:

These classes reflect a division chief responsible for administering the State program of conservation and resources enforcement, and a full assistant to the division chief responsible for assisting in the administration of the State program of conservation and resources enforcement.

The State program provides for the protection, preservation, conservation, and utilization of Hawaii's lands and natural resources through statewide enforcement of the statutes, rules and regulations under the jurisdiction of the Department of Land and Natural Resources. These laws, rules and regulations relate to forest reserves, fish and wildlife, public lands and waters, State parks, scenic and historic sites, natural areas and scientific reserves, small boat harbors and ocean recreational management areas. The program also prepares and disseminates public information on natural resources, conservation practices, hunting, fishing and other outdoor recreation and conservation requirements; and issues licenses and permits for hunting and fishing, camping, hiking and other similar recreational activities on State lands.

"Enforcement" includes obtaining or gaining compliance with laws, rules and regulations through informational, inspectional, investigational activities and the exercise of full police powers, as necessary. "Conservation" includes informational, enforcement and licensing activities designed to encourage or require the protection of natural resources from damage, destruction or abuse by users. Conservation activities involving determinations on how to manage resources so as to preserve them (e.g., determining appropriate land utilization) or operational activities concerned with the development, management and utilization of natural resources and their protection from natural predators or other causes (e.g., protection of forests against fire, insects, disease, floods, erosion, etc.) are the responsibilities of other positions concerned with the particular resource involved (e.g., foresters, flood control engineers, wildlife biologists, etc.).

Class Distinguishers:

Managerial Responsibility: The Conservation and Resources Enforcement Administrator serves as chief of the Conservation and Resources Enforcement Division.

The Conservation and Resources Enforcement Assistant Administrator serves as a full assistant to the Conservation and Resources Enforcement Administrator, and assists in administering the State program of conservation and resources enforcement.

Complexity: The Conservation and Resources Enforcement Administrator is responsible for the statewide enforcement of the statutes, rules and regulations under the jurisdiction of the Department of Land and Natural Resources which provide for the protection and conservation of Hawaii's lands and natural resources. The work includes overseeing investigational and enforcement activities through the Conservation and Resources Enforcement Assistant Administrator; planning personnel and budgetary requirements necessary for program implementation and overseeing their utilization; and maintaining close working relationships with operating programs such as aquatic resources, forestry and wildlife, parks and land management which are responsible for the substantive aspects of the regulations and technical determinations relative to their application.

The Conservation and Resources Enforcement Assistant Administrator is responsible for assisting the Conservation and Resources Enforcement Administrator in the day-to-day operations of the program such as planning, organizing, managing and directing the program's enforcement activities; interpreting the rules and regulations; policy development; overseeing internal investigations; and handling public dissemination of information; and assumes the duties and responsibilities of the administrator in his/her absence.

These classes direct a staff of enforcement officers on all islands through regional branch chiefs and also oversee a statewide hunter education office and several staff offices.

Full Performance Knowledge and Abilities: (*Knowledge and abilities required for full performance in these classes.*)

Knowledge of: A comprehensive knowledge of the laws, rules and regulations relating to forests, fish and wildlife,

public lands and waters, State parks, historic sites, natural areas and scientific reserves, small boat harbors and ocean recreational management areas; principles and practices of inspection, investigation, and enforcement; principles and practices of supervision, management and administration; governmental budgeting; and public relations.

Ability to: Develop, plan and administer an enforcement program; plan, direct, coordinate, evaluate, and manage operations of an enforcement program; establish and maintain effective working relationships with other programs, other agencies and the general public; analyze and interpret data; interpret rules and regulations; draft laws and regulations; prepare program plans and budgets; prepare clear and concise reports, articles, and bulletins; make decisions requiring technical and administrative judgement; direct enforcement staff activities; and speak before groups.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Plans, organizes, directs and controls the enforcement of conservation laws, rules and regulations governing the forest and forest reserves, fish and wildlife management and reserves, State parks, State conservation district, lease agreements and land licenses involving the State's public lands;
2. Reviews and discusses with the branch supervisors enforcement activities involving patrol and surveillance, inspections, investigations and apprehension of violators to assure the maintenance of a high degree of efficiency and effectiveness throughout the State and initiates changes as required for further improvement in program activities;
3. Coordinates the administrative functions of the staff offices and district branches;
4. Determines program and operational priorities in consultation with other division chiefs and the Chairman of the Board;
5. Reviews program activities and recommends amendments or modification to rules and regulations or statutes to improve their enforceability or compliance by the public;

6. Reviews proposals for new laws, regulations and amendments to existing conservation laws and regulations and firearm laws;
7. Drafts or reviews drafts prepared by the various divisions of new laws, regulations and amendments to existing laws and regulations affecting the enforcement program;
8. Prepares or oversees public information and education activities involving newsletters, news releases, informational and educational brochures concerning enforcement and conservation matters; oversees the issuance of licenses and permits;
9. Oversees recruitment and training programs for volunteer enforcement personnel;
10. Oversees standardized training and education of officers in law enforcement laws and procedures;
11. Speaks before organizations, clubs or other groups to explain and clarify conservation laws and regulations and the division's enforcement functions; serves on special committees;
12. Participates in top-level departmental staff meetings; discusses and assists in the resolution of department-wide policy problems;
13. Prepares or reviews and approves the division's quarterly activity and budgetary report, annual fiscal report, and other reports;
14. Deals with personnel problems relating to divisional staff and positions; oversees internal investigations on complaints filed by the public against the actions of officers;
15. Reviews grievances filed by subordinate officers for possible remedies; responds in writing to first formal level grievances;
16. Meets with union representatives to discuss organizational and personnel matters;
17. Reviews requests for enforcement services from the

Chairperson's Office and other divisions; determines if the request for services affect enforcement operations and/or if joint personnel services are required to accomplish the project;

18. Prepares program plans and budgets and directs the control of expenditures;
19. Testifies at the legislature regarding program operations and budgetary needs;
20. Participates in enforcement activities as necessary (e.g., evictions, apprehending and citing violators).

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This is the first specification for the new class CONSERVATION AND RESOURCES ENFORCEMENT ASSISTANT ADMINISTRATOR (CONSVTN & RESCS ENFC ASST ADMR), and an amendment to the specification for the class CONSERVATION AND RESOURCES ENFORCEMENT ADMINISTRATOR (CONSERVATION & RESCS ENFC ADMR), approved on June 8, 1998.

Effective Date: 1/1/99

DATE APPROVED: 4/3/01

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